



Sahuarita Municipal Court • 360 W. Sahuarita Center Way • Sahuarita, Az. 85629  
(520)344-7150 • Fax (520)344-7151

## Public Records Request/View Case File

Removal, Destruction, Alteration, or Defacing of Files or Documents from the Courthouse is a felony, a Violation of A.R.S §38-421 and will Subject the Violator to Fine, Imprisonment, or both.

Requestor Name (Please Print Legibly) \_\_\_\_\_

(Date Requested) \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

_____	_____
Plaintiff/Defendant Name	Case Number
_____	_____
Plaintiff/Defendant Name	Case Number
_____	_____
Plaintiff/Defendant Name	Case Number

Uncertified Copies

Certified Copies

Printout of Case

**A Minimum of 3-5 business days may be necessary to process all requests. For cases older than one year, there may be a delay in the response time for each request. Under provisions of Supreme Court Rule 123, I request the Sahuarita Municipal Court to release the requested public records to me. Under penalty of perjury, I hereby declare the public records will be used for:**

Non-Commercial purposes

Commercial purposes<sup>1</sup>

Signature of Requestor \_\_\_\_\_

### For Court Use Only

**Fees:**

Research/Locate Fee \$17.00 x \_\_\_\_\_ \$ \_\_\_\_\_

Record Duplication (Audio CD) \$17.00 x \_\_\_\_\_ \$ \_\_\_\_\_

Copies (Certified/Uncertified) per page \$ 0.50 x \_\_\_\_\_ \$ \_\_\_\_\_

(Includes printouts from Case Management System/Public Access)

Total Amount Due: \$ \_\_\_\_\_

Total Paid: \$ \_\_\_\_\_

File/Record retrieved by: \_\_\_\_\_

File/Records released by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

File/Record(s) returned to proper location by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Non-Public documents redacted by: \_\_\_\_\_

<sup>1</sup> *Commercial Purpose:* As used in this rule “Commercial Purpose” means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of such public records. “Commercial Purpose” does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this State or a political subdivision of this State. (Supreme Court Rule 123 (B) (3))